

DHMH OPASS # 14-4097

**Maryland Department of Health and Mental Hygiene (DHMH)
Office of the Procurement and Support Services
CATI Data Collection for the MD Behavioral Risk Factor Surveillance System (BRFSS)**

August 19th, 2014 @ 1:00 PM

Pre Bid Meeting Minutes

Conducted by John Gullucci, Sara Barra and Vern Shird

- Sign-in and Introductions
- Reading from Procurement

Carefully review Section 1 of RFP, beginning on page 8. DHMH- Prevention and Health Promotion Administration is issuing a Request for Proposal to contract a provider for a computer assisted telephone interviewing data collection for the Behavioral Risk Factor Surveillance System (BRFSS.)

Section 1.8 - All documentation regarding this solicitation will be posted on the eMaryland Marketplace and the DHMH website. Please note that in order to receive a contract award the vendor must be registered at eMaryland Marketplace. Registration is free.

Section 1.9 - Questions regarding how to submit questions subsequent to this pre-proposal conference shall be submitted to the Procurement Officer, Michael Howard with a copy to the Contract Monitor, Sara Barra. Questions shall be submitted to DHMH.solicitationquestions@maryland.gov no later than five days prior to the proposal due date.

The contract resulting from the solicitation will be in effect for three years beginning on or about January 2015. There are two, one year options.

Section 2 states the minimum requirements as the following:

The Offeror must have three years of experience in the past five years conducting BRFSS interviews in at least three U.S. jurisdictions. Three references from three U.S. jurisdictions from the past five years are required to attest to success in performance.

The Offeror must have access to sufficient equipment capabilities to manage the services to be provided. Three references from the past five years are required to attest to the Offeror's access to this equipment. These may be the same three references as noted before.

The Offeror must have access to appropriate staff to manage services. Three references from the past five years are required to attest to the Offeror's success in providing management services. These may be the same three references as noted before.

Section 3 - Carefully review this section in order to gain full understanding of the requirements of this Proposal.

Section 4 - Procurement method used in this solicitation is Competitive Sealed Format.

Offerors should submit Proposals in separate volumes:

Volume I - Technical Proposal - SEPARATELY SEALED

- a. Section 4.4 lists all documents required with your Technical Proposal. Pay special attention to 4.4.3 which lists additional required technical submissions. Be sure to complete MDOT Certified MBE Utilization and Fair Solicitation Affidavit- Attachment D. The attachment must be provided SEPARATELY SEALED
- b. The following number of Technical Proposals are required:
 - 1 unbound original
 - 4 unbound hard copies
 - 1 electronic version - CD and Microsoft format
 - 1 electronic version - Searchable PDF format CD for Public Information Act
- c. Within 5 days of being notified for its recommendation for award the Offeror must submit the Contract Affidavit - Attachment C. If there is a question in reference to who your resident agent is please contact the State Corporate Charter Division at 410-767-1330. Contract will not be considered effective until Affidavit is signed and returned after official notification.

Volume 2- Financial Proposal - SEPARATELY SEALED

- a. The Financial Proposal form and instructions are found in Attachment F
- b. The following number of Financial Proposals are required:
 - 1 unbound original
 - 4 unbound hard copies
 - 1 electronic version - CD and Microsoft format

Section 5 - States the evaluation criteria and selection procedure. Proposals will be evaluated by a committee organized for that purpose.

The technical criteria, listed in descending order of importance can be found in 5.2

The financial criteria can be found in 5.3

The selection procedure is highlighted in 5.5. As noted, the contract will be awarded to the responsible Offeror that submitted the proposal, considering technical evaluation factors and price factors as set forth in the RFP.

Proposals are due NO LATER than Wednesday, September 10, 2014. The address for receipt of proposal is listed in the Key Information Summary - page iii. NO submissions will be accepted after 2pm local time.

Delivery Methods- Listed in Section 4.3

1. U.S. Postal Service
2. Hand delivered by Offeror - ask for receipt
3. Hand delivered by commercial carrier - ask for receipt

- Additional Noted Comments

The Behavioral Risk Factor Surveillance System Survey is given in all states in the United States as well as D.C. and several territories. The survey will consist of a core section that each state administers as well as a section that is unique to Maryland.

The primary means of collecting data is telephone, both land line and cell phone via the Computer-Assisted Telephone Interviewing (CATI) system. Survey will interview residents 18 and older who are non-institutionalized. Goal is to interview 12,000 people per year but have allowed for lower range.

Requirements

- Work plan
- Contractor to work directly with Center for Disease and Control (CDC) and HBMH to ensure proper sampling and questionnaires
- To conduct roughly the same amount of sampling and interviews throughout all 12 months
- Be able to conduct interviews in English and Spanish
- Properly trained staff - Interviewers must be appropriate in handling the sensitive health and health behaviors that are discussed
- Maintain protocol to ensure proper confidentiality
- Coding to be completed in a standardized and specific format
- Validations - Electronic monitoring or call back
- Data Processing requirements and technical support - will supply additional requirements at a later date but would include the correction of errors as well as any transition that may be needed for end of contract

QUESTIONS AND ANSWERS

Would like clarification of the two interviewing lengths mentioned. Page 25 states twenty-two minutes and page 25 states twenty-five minutes.

- ✓ We expect an average of twenty-two minutes with no more than twenty-five minutes. Base the unit cost on twenty-two minutes. Refer to Attachment F (pg. 85) for formula.

Would we have firms in Maryland with five years of FS experience? Enough to compete?

- ✓ We can answer based on the previous contract. Yes, on the previous contract, five years ago, there were multiple vendors and multiple primes.

So this research comes every five years?

- ✓ Ideally but it depends on funding. This is attached to a federal grant and the contract period mirrors the federal grant. We have a base period of 3 years with two one year options. We will mention that the survey has been around for almost 30 years so we don't expect the survey to go away.

Is the scope of what is described in this RFP the same or at least approximately the same to the current expiring incumbents contact?

- ✓ Yes, very similar.

Can you say who the incumbent is?

- ✓ Yes, we can. It is public record. Abt SRBI is the current contractor.

Did the last RFP, which was I guess was five years ago or there about, have the same or similar MBE set aside as the current RFP?

- ✓ Yes, 20 percent.

And what was the MBE participation?

- ✓ It is meeting the goal based on modifications that were done but it has been meeting the current goal of 20 percent.

Are you allowed to say the roles of the MBE within the current incumbent contract?

- ✓ The subcontractor is Maryland Marketing Source - use their CATI to conduct telephone interviews

What was the five year value of the award five years ago?

- ✓ We can provide that information as well, \$2,174,532.

ATTENDEE LIST

NAME	COMPANY	ADDRESS	CONTACT INFO
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CLOSE OF CONFERENCE @ 2:31pm Tuesday, August 19, 2014